SPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Central Division	Division: Central	Number: 8 DUI Cost Recovery
Evaluated by: Sergeant Scott Goddard 15220		Date: 07/09/2009
Assisted by: N/A		Date:

with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Followup Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION Command Level Division Level □ Voluntary Self-Inspection Office of Inspections Date: Commander's Signature: Follow-up Required: ☐ Follow-Up Inspection ⊠ No ☐ Yes BY: For applicable policies, refer to HPM 11.1, Chapter 20. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Does the command have sufficient procedures to Remarks: N/A □ No Yes ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each Division Office arrest that meets the cost recovery criteria? What are these procedures? Central currently turns over all response type incidents that would require a CHP 735. The appropriate CHP area would process the required documents. Does the command have a specific employee(s) Remarks: ☐ Yes □ No N/A assigned to process all CHP 735 forms? Division Office

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies

Remarks:

Division Office

☐ No

☐ Yes

If the answer to question 3 of this checklist is yes, is

listed in their job description or any other document?

the responsibility of processing all CHP 735 forms

SPECTION PROGRAM

× + 30

5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	d ☐ Yes	□No	⊠ N/A	Remarks: Division Office
 6. Does the command have a suspense system in place to facilitate notification of a conviction involving case meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e. a refusal) 	s Yes	□No	⊠ N/A	Remarks: Division Office
 7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received 	☐ Yes	□ No	⊠ N/A	Remarks: Division Office
 The date of BAC results of =.04% were received for a commercial driver 	i			
 8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	☐ Yes	□No	⊠ N/A	Remarks: Division Office
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	☐ Yes	□ No	⊠ N/A	Remarks: Division Office
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks: Division Office
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	☐ Yes	☐ No	⊠ N/A	Remarks: Division Office
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily	☐ Yes	□ No	⊠ N/A	Remarks: Division Office

SPECTION PROGRAM

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	□No	⊠ N/A	Remarks: Division Office
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	☐ Yes	□ No	⊠ N/A	Remarks: Division Office
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	☐ Yes	□ No	⊠ N/A	Remarks: Division Office
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	☐ Yes	□No	⊠ N/A	Remarks: Division Office
17. Is a copy of the CHP 735 being retained at the command and filed?	☐ Yes	□No	⊠ N/A	Remarks: Division Office
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☐ Yes	□No	⊠ N/A	Remarks: Division Office
19. In the absence of a CHP 735A, how is the command tra	acking the	DUI Cost F	Recovery F	Program?
 20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results 	☐ Yes	□No	⊠ N/A	Remarks: Division Office

SPECTION PROGRAM

21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	☐ No	⊠ N/A	Remarks: Division Office
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	□No	⊠ N/A	Remarks: Division Office
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□No	⊠ N/A	Remarks: Division Office
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	☐ Yes	□ No	⊠ N/A	Remarks: Division Office
Question 25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM

Division: Central Chapter: 8
DUI Cost Recovery

Date:

EXCEPTIONS DOCUMENT	Sergeant Scott Gode	dard 15220	07/09/2009	\Box
age 1 of 1				
USTRI ICTIONS: This document shall be typed	Check appropriate hoves as necessary	or fill in the blanks	as indicated. Enter the	chapt

Command: Central Division

Inspected by:

INSTRUCTIONS: This document shall be number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, con	Inspection documer	n number. Under "Forw nt shall be utilized to doc	ard to:" enter the nex sument innovative pr	II in the blanks as indicated. Enter the chapter kt level of command where the document actices, suggestions for statewide a used if additional space is required.
TYPE OF INSPECTION Division Level Command L	.evel	Total hours expende inspection:	d on the	Corrective Action Plan Included
Executive Office Level		1 hour		Attachments Included
Follow-up Required:	Forward			(1)
☐ Yes	Due Da	te:		
Chapter Inspection:				energy and the second of the s
Inspector's Comments Regar Central Division turns over all opposesses the required docum	respons	novative Practices se type incidents r	:: equiring a CHP	735. The appropriate CHP area
Command Suggestions for St	atewide	e Improvement:		
Inspector's Findings:				
Current procedures are sufficie	ent.			*
Commander's Response:	Concur	or 🗌 Do Not Con	cur (Do Not Conc	cur shall document basis for response)
Inspector's Comments: Shall a etc.)	address r	non concurrence by c	ommander (e.g., fi	ndings revised, findings unchanged,
N/A				
Decided Astron	S PAGE			
Required Action		alester i design	terrologicka Styles	
Corrective Action Plan/Timelin	ne			
W/A		1		
Employee would like to discuss this the reviewer. (See HPM 9.1, Chapter 8 for appeal	-	es.)	18/	7/13/03
		INSPECTOR'S SE	SNATURE (DATE 7/9/09
Reviewer discussed this report we employee Concur Do not con		REVIEWER'S SIG	NATURE \	DATE 7-14-69

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Grapevine Insp. Fac.	Division: Central	Number:
Evaluated by: Sgt. S. Rockafellow		Date: 07/07/2009
Assisted by: Lt. S. A. Netzer		Date: 07/07/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION			Lead Insp	ector's Signal	ure:		
☐ Division Level		Command Level	100	211	n <i>i</i> /		
☐ Office of Inspect	ons [☐ Voluntary Self-Inspection	250	chaf	elhi	Set.	
Follow-up Re	quired: No	Follow-Up Inspection	Command	der's Signatur	By	LT.	Date: 07/08/2009
		HPM 11.1, Chapter 20.					
Note: If a "No" or "N	A" box is ched	cked, the "Remarks" section	shall be u	tilized for e	xplanation		病限者類為和主法
ensure that a Reimbursem	a CHP 735, Ind ent Statement	sufficient procedures to cident Response t, is prepared for each recovery criteria?	⊠ Yes	□No	□ N/A	Remarks:	
2. What are the				-			
Procedures outlined	n HPM 11.1, (Chapter 20.					
assigned to p	ocess all CHF		⊠ Yes	□ No	□ N/A	Remarks:	
the responsibi	lity of process	of this checklist is yes, is ing all CHP 735 forms or any other document?	⊠ Yes	□ No	□ N/A		rea S.O.P., Sergeant ies assignment

INSPECTION PROGRAM

CHAPTER 8

The state of the s				
 Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with complete criteria in either Section A or Section B of the form 	1?	□No	□ N/A	Remarks:
 6. Does the command have a suspense system in please to facilitate notification of a conviction involving case meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This wo involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (in a refusal) 	ses X Yes	□No	□ N/A	Remarks:
 7. Are CHP 735 forms completed based on the criter of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received for a commercial driver 	⊠ Yes	□No	□ N/A	Remarks:
 8. Are CHP 735 forms completed based on the criteriof Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	a ⊠ Yes	□No	□ N/A	Remarks:
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	i ⊠ Yes	□No	□ N/A	Remarks:
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□ No	□ N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	√ ⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

40 D (1 1)				injuries and the second
13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□No	□ N/A	Remarks:
than one activity?				
 Are the staff hours incurred by members of the Department for the following activities associated with 		□No	│	Remarks:
an incident meeting the criteria for DUI cost recovery		_	_	
included in the CHP 735? Response Time				
On-Scene Investigation	1	1		
Follow-up Investigation				
Report Writing				
Vehicle Storage				
Call Back				1
Field Sobriety Testing				
Transportation				
Booking				1
Chemical Testing				1
Traffic Control 45 App the staff beautiful to 155. 47 App the staff beautiful to 155. 48 App the staff beautiful to 155.				
 Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for 	N Vaa	□ No	I NIVA	Remarks:
time spent performing the activities listed in question	⊠ Yes	│ □ No	□ N/A	Tromano.
12 of this checklist and not exclusively supervisory				
tasks?				
16. Is the current hourly rate for reimbursement, sent out				
to all commands via Comm-Net from FMS, being		☐ No	□ N/A	Remarks:
used?				
17. Is a copy of the CHP 735 being retained at the command and filed?	NVoc			Remarks:
	⊠ Yes	☐ No	│ □ N/A	Tomano.
18. Is the command utilizing the, optional, CHP 735A to				
track cases qualifying for the DUI Cost Recovery	│ 🏻 Yes │	□ No	N/A	Remarks:
Program?	1 - 1 - 2 - 1 - 1	DI II Oaat F		2
19. In the absence of a CHP 735A, how is the command tra	acking the	DUI Cost r	(ecovery r	Program?
N/A				
20. Are commands using a case monitoring system to				
track cases qualifying for the DUI Cost Recovery	Yes	☐ No	□ N/A	Remarks:
Program including the following information in the			. 1	
monitoring system? • Defendant Information	ŀ		1	l I
Violation Information				
Court Information				
FMS Information				
BAC test results				
21. Are cases not resulting in a conviction within 12				
months after submission to the District Attorney	Yes	☐ No	□ N/A	Remarks:
closed out after court verification of case status?				

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

a F d	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□No	□ N/A	Remarks:
e p	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	☐ No	□ N/A	Remarks:
b) ai si	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	☐ No	□ N/A	Remarks:
1 10 100	1 25 pertains to Fiscal Management Section.				
CC	s FMS reviewing the CHP 735 forms for ompleteness of information and returning deficient orms to the issuing command for corrections?	☐ Yes	□ No	□ N/A	Remarks:

The Grapevine Inspection Facility has not had an incident requiring a CHP 735.

Area personnel are aware of the requirements to complete and track CHP 735's as outlined in HPM 11.1, Chapter 20.

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Chapter:	
Grapevine Insp. Fac.	Central	8	
Inspected by: Sgt. S. Rockafellow		Date: 07/07/2009	

Page 1 of 2

INSTRUCTIONS: This document shall I number of the inspection in the Chapter shall be routed to and its due date. This improvement, identified deficiencies, co	Inspecti s docum	ion number. Under "For ent shall be utilized to do	ward to:" enter the ne ocument innovative pr	ill in the blanks as indicated. Enter the chapter axt level of command where the document actices, suggestions for statewide e used if additional space is required.
TYPE OF INSPECTION ☐ Division Level ☐ Command I ☐ Executive Office Level	_evel	Total hours expended inspection:	ed on the	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required:	Forwa	rd to: Central Division		
☐ Yes	Due D	ate: 07/08/2009		
Chapter Inspection:	perte (2.5)		n of the way of the	
Inspector's Comments Regar	ding Ir	novative Practice	s:	
N/A				
Command Suggestions for St	atewic	le Improvement:		
N/A				
Inspector's Findings:				
Area has not had an incid	ent red	quiring a CHP 735		
Commander's Response: 🖂	Concu	r or 🗌 Do Not Cor	ncur (Do Not Conc	ur shall document basis for response)

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Grapevine Insp. Fac.	Division: Central	Chapter:		
Inspected by: Sgt. S. Rockafellow		Date: 07/07/2009		

Required Action
Corrective Action Plan/Timeline

N/A

COMMANDER'S SIGNATURES A LIEST CT	07/08/09
INSPECTOR'S SIGNATURE SC. T.	07/08/09
REVIEWER'S SIGNATURE	DATE
	INSPECTOR'S SIGNATURE SET.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 1	of 2
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Command: Buttonwillow	Division: Central	Chapter 8
Inspected by: Sam Arrington		Date: 06/18/09

number of the inspection in the Chapter	Inspecti s docume	Check appropriate boxes as necessary, or fi on number. Under "Forward to:" enter the ne- ent shall be utilized to document innovative pr oction plans. A CHP 51 Memorandum may be	actices, suggestions for statewide
TYPE OF INSPECTION ☐ Division Level ☑ Command I ☐ Executive Office Level	_evel	Total hours expended on the inspection: 4	☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required: ☐ Yes ☑ No	Divisio	rd to: Central n ate: 06/30/09	
Chapter Inspection And Inspector's Comments Regar	ding In	novative Practices:	
Command Suggestions for St	atewid	e Improvement:	
Inspector's Findings:			
The Area procedures are well o			
Commander's Response: 🗵	Concur	or Do Not Concur (Do Not Concu	ir shall document basis for response)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command: Buttonwillow	Division: Central	Chapter 8
Inspected by: Sam Arrington		Date: 06/18/09

4	The state of the s
Regulired Action	
WINCH AND THE STATE OF THE STAT	Anniet scholar in the service of the
Corrective Action Plan/Timeline	

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 06/18/09
	INSPECTOR'S SIGNATURE S. ARUNGTON	DATE 06/18/09
☐ Reviewer discussed this report with employee ☐ Do not concur	REVIEWER'S SIGNATURE	DATE

Memorandum

Date:

June 18, 2009

To:

Central Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

BUTTONWILLOW AREA

File No.:

426.13088

Subject:

AREA MANAGEMENT EVALUATION- HPG 22.1

COMMAND DUI COST RECOVERY

The attached informal evaluation was conducted on the AREA'S DUI COST RECOVERY PROCEDURES in accordance with HPG 22.1 Chapter 8. The informal evaluation revealed the various functions contained in Chapter 8 are overseen by the Area's court officer and supervisors. The informal evaluation revealed no corrections were needed.

If you have any questions, please feel free to contact me at (661) 764-5580

D.L. Green, Lieutenant

Commander

Attachments

Page

1 of 4

OFFICER

COURT

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL INSPECTION PROGRAM

Command: Division: Central Buttonwillow		Number: 426		
Evaluated by: Officer Sam Arrington		Date: 06/18/2009		
Assisted by:		Date:		

			-			
INSTRUCTIONS: Answer individual with policy, applicable legal statues, Additionally, such discrepancies and command. Furthermore, the memora up Inspection, the "Follow-up Inspect	or deficiencies noted in the in- for deficiencies shall be docur	spections sn mented on a y-up and/or (n Exceptions corrective ac	s Documen tion(s) take	t and address en. If this form	ed to the next level of
		Loading	pector's Signa	ature:		- 14 HOT NIFE NO
TYPE OF INSPECTION		Lead IIIs	pecial s olgina)		
	Command Level	J S , A	CICIN CTO			
Office of Inspections	Voluntary Self-Inspection					Date: 06/18/2009
Follow-up Required: ☐ Yes X No	Follow-Up Inspection BY:		der's Signatur		(6)	Date: 00/10/2009
For applicable policies, refer to						
Note: If a Not on N/A box is chec	ked the "Remarks" section	nzshall:betu	tilizedifore	xplanation	Marian Carlo	
Does the command have sensure that a CHP 735, Inc. Reimbursement Statement arrest that meets the cost restarts.	ufficient procedures to sident Response , is prepared for each	Yes	□No	□ N/A	Remarks:	
The Buttonwillow Area's Standard (will be attached to the traffic collision) The CHP 735 information will be enforwarded to the Area Commander A copy of the CHP 735 along with the CHP 735 case log will be generated.	n report. tered into the Area Informa along with the CHP 415 (s) ne CHP 415 (s) shall be ret	ation Syster) for approv	m (A.I.S.) b ⁄al.	y the Area		
Does the command have a sassigned to process all CHP	pecific employee(s) 735 forms?	∑ Yes	□No	□ N/A	Remarks:	OFFICEA

INSPECTION PROGRAM

4. If the answer to question 3 of this checklist is the responsibility of processing all CHP 735 the listed in their job description or any other documents.	forms XY	es 🔲 No	□ N/A	Remarks:
instead in their jets decempled as any	*	is .		
5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with corcriteria in either Section A or Section B of the	mpleted 🔯 Ye	s No	□ N/A	Remarks:
6. Does the command have a suspense system to facilitate notification of a conviction involvin meeting the requirements of the Driving Unde Influence (DUI) Cost Recovery Program? Thi involve cases where the following criteria appl A Blood Alcohol Content (BAC) under .08 A chemical test is positive for drugs only There is no supporting BAC test of drug to a refusal)	in place g cases IX Ye is would lies:	s 🗍 No	□ N/A	Remarks:
 7. Are CHP 735 forms completed based on the confidence of Section A of the form being forwarded to FM within ten business days from one of the follow dates? The date of BAC results of =.08% were refor a commercial driver 	MS [시 Yes ving ceived	S No	□ N/A	Remarks:
 8. Are CHP 735 forms completed based on the confusion of Section B of the form being forwarded to FM within ten business days from being notified of conviction of California Vehicle Sections 23152 23153, or greater offence as a result of one of following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	IS	No No	□ N/A	Remarks:
9. Is the Itemized Staff Hours section of the CHP completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	al 🛛 🗓 Yes	□ No	□ N/A	Remarks:
10. If the person arrested is transient, is the case be entered into the CHP 735A, Case Log-DUI Cos Recovery Program, without forwarding the CHP to FMS?	t KYes	□No	□N/A	Remarks:
11. Are staff hours involved in the incident recorded the CHP 735 to the nearest ten minutes?	d on 🔀 Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	∑ Yes	□No	□ N/A	Remarks:
13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	🗓 Yes	□ No	□ N/A	Remarks:
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	☑ Yes	□No	□ N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	🔀 Yes	□ No	□ N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	X Yes	□ No	□ N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	X Yes	□No	□ N/A	Remarks:
18. Is the command utilizing the optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	🗵 Yes	□No		Remarks:
19. In the absence of a CHP 735A, how is the command trace. The Buttonwillow Area Office has a quarterly review and copies a				ľ
*6				•

INSPECTION PROGRAM

CHAPTER 8

20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information	Yes Yes	□ No	□ N/A	Remarks:
 Court Information FMS Information BAC test results 				F 2
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☒ Yes	□No	□ N/A	Remarks:
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	된 Yes	□ No	□ N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□ No	⊠ N/A	Remarks: Has not happened
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	🛚 Yes	□ No	□ N/A	Remarks:
Question/25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	区 Yes	□ No	□ N/A	Remarks:

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Fort Tejon	Division: Central	Number:
Area		
Evaluated by:		Date:
D. Brooks		5/11/09
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Insp	ector's Signat	ure:	_	
Division Level	□ Command Level	1		2	. (/	
Office of Inspections	☐ Voluntary Self-Inspection	1	55	eec	es	
Follow-up Required: Yes No	Follow-Up Inspection	Command	ar's Signature	on L	.T	Date: 5-26-09
For applicable policies, refe	r to HPM 11.1, Chapter 20.					
Note: If a "No" or "N/A" box is	checked, the "Remarks" section	shall be ut	ilized for e	xplanation		A 装入上下于
 Does the command ha ensure that a CHP 735 	ve sufficient procedures to , Incident Response nent, is prepared for each	⊠ Yes	□ No	□ N/A	Remarks:	
2. What are these proced						
Rough draft of CHP 735 with al completes final draft for review	I related documents are submitte and signature by commander.	ed to supe	rvisor(s) fo	r review.	Area DUI co	ost recovery officer
Does the command hav assigned to process all		⊠Yes	□ No	□ N/A	Remarks:	.5
	n 3 of this checklist is yes, is sessing all CHP 735 forms tion or any other document?	⊠Yes	□ No	□ N/A	Remarks:	

INSPECTION PROGRAM

i	E A # 0115 70 7 6					
	criteria in either Section A	MS) properly with completed A or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks:
	to facilitate notification of meeting the requirements	a suspense system in place a conviction involving cases of the Driving Under the overy Program? This would	⊠ Yes	□No	□ N/A	Remarks:
	involve cases where the f	ollowing criteria applies: ent (BAC) under .08%				*
	 There is no supporting a refusal) 	g BAC test of drug test (i.e.,				
	7. Are CHP 735 forms comp of Section A of the form be within ten business days f dates?	eing forwarded to FMS	⊠ Yes	□ No	□ N/A	Remarks:
	 The date of BAC resu 	Its of =.08% were received			1	
	for a commercial drive					
	 Are CHP 735 forms completed of Section B of the form be within ten business days from conviction of California Ve 23153, or greater offence and the conviction of the conviction of	eing forwarded to FMS rom being notified of a hicle Sections 23152 or	⊠ Yes	□ No	□ N/A	Remarks:
	following? The person arrested received test	efused to provide a				
	The arrest was for druA BAC of < .08% was					
	9. Is the Itemized Staff Hours completed as required in H 11.1, Administrative Proced includes hours for all emplo incident?	section of the CHP 735 lighway Patrol Manual dures Manual, and byees assigned to the	⊠ Yes	□ No	□ N/A	Remarks:
	 If the person arrested is transfered into the CHP 735A Recovery Program, without to FMS? 	, Case Log-DUI Cost t forwarding the CHP 735	⊠ Yes	□No	□ N/A	Remarks:
	11. Are staff hours involved in the CHP 735 to the nearest	ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
	12. Do the total number of staff CHP 735 agree with the apper Field Record?		⊠ Yes	□No	□ N/A	Remarks:
_						

INSPECTION PROGRAM

CHAPTER 8

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	Yes	⊠ No	□ N/A	Remarks:See exceptions document.
 14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 	⊠ Yes	□ No	□ N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠Yes	□ No	□ N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠Yes	☐ No	□ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
19. In the absence of a CHP 735A, how is the command tra	cking the [DUI Cost R	ecovery F	Program?
 20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results 	⊠ Yes	□No	□ N/A	Remarks;

INSPECTION PROGRAM

CHAPTER 8

21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks:
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□ No	□ N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□ No	□ N/A	Remarks:
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Question 25 pertains to Fiscal Management Section.			#30.25	
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM **EXCEPTIONS DOCUMENT**

Command:Fort Tejon Area	Division:Central	Chapter: 8, DUI Cost Recovery
Inspected by:D. Brooks		Date:May 18, 2009

Page 1 of 2 INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION Total hours expended on the Corrective Action Plan Included inspection: 16 ☐ Division Level ☐ Command Level Attachments Included ☐ Executive Office Level Forward to: Follow-up Required: Central Division Due Date: 6/30/09 ☐ Yes ⊠ No Chapter Inspection: Inspector's Comments Regarding Innovative Practices: None. Command Suggestions for Statewide Improvement: None. Inspector's Findings: Item #13: A review of all CHP 415's attached to CHP 735's contained no notes indicating which activity applied to billable DUI time, when more than one DUI was listed. There was one example which was researched by the Area coordinator and notations were made in order to indicate which incident applied for DUI cost recovery and which did not. Commander's Response:

Concur or

Do Not Concur (Do Not Concur shall document basis for response) Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMANÓ INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 2

Command:Fort Tejon Area	Division:Central	Chapter: 8, DUI Cost Recovery
Inspected by:D. Brooks		Date:May 18, 2009

Required Action	Selle Dist
Corrective Action Plan/Timeline	
Corrective Action Flan/Timeline	

Item #13: The appropriate completion of CHP 415's relating to CHP 735's and billable DUI time has been discussed on Area training days, briefed during shift change(s) and a check list of required entries for the CHP 415 has been posted in the Area de-briefing room. The discussions, briefings and check list emphasize the need for appropriate notations on the CHP 415. CHP 415's requiring correction will be returned to the officer(s) for correction or addition of information. Corrective action completed.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	5-26-09
	INSPECTOR'S SIGNATURE	5-19-09
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	DATE
☐ Concur ☐ Do not concur		1

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command:	Division:	Number;
Hanford	Central	2009-02
Evaluated by:		Date:
Doug Puder, ID 10045		05/11/2009
Assisted by:	Date:	
Frank Smith,	ID 10376	05/11/2009

Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Followup Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION Division Level X Command Level Office of Inspections ☐ Voluntary Self-Inspection Follow-up Required: Commander's Signature Date: Follow-Up Inspection X No Yes BY: For applicable policies, refer to HPM 11.1, Chapter 20. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. Does the command have sufficient procedures to Remarks: ensure that a CHP 735, Incident Response X Yes No □ N/A Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria? What are these procedures? Beginning at the start of 2008, a minimum of once each month, the Area Information System (AIS) is queried for a listing of all DUI PCF collisions investigated by the Area. The identifying information for each DUI PCF collision is listed on a CHP 735A (DUI Cost Recovery Log). This log establishes a preliminary list of all cases which may need a CHP 735 form. The only exceptions are when the at-fault driver in a DUI collision dies in the collision or when the District Attorney refuses to file a

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies

with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section.

735A can only be completed when a CHP 735 form is submitted and the information is transposed onto the CHP 735A. Does the command have a specific employee(s) Remarks: assigned to process all CHP 735 forms? No □ N/A X Yes Sergeant Frank Smith, ID 10376 If the answer to question 3 of this checklist is yes, is Remarks: the responsibility of processing all CHP 735 forms X Yes · No N/A In the Area SOP listed in their job description or any other document?

The CHP 735A serves as a type of "suspense system" to ensure required CHP 735 forms are completed. Entries on the CHP

criminal case when an at-fault driver has a Blood/Alcohol level of less than .08%.

INSPECTION PROGRAM

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1/2					21	
	1	. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	X Yes	□No	□ N/A	Remarks: Beginning in January 2008.
	2	 Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal) 	X Yes	□No	□ N/A	Remarks: Incomplete entries on the CHP 735A (DUI Cost Recovery Log) serve as a type of suspense system to ensure a CHP 735 form is completed when required.
	3.		X Yes	□No	□ N/A	Remarks: No .04% for commercial drivers were located.
		 The date of BAC results of =.04% were received for a commercial driver 				-
	4.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a	X Yes	□ No	□ N/A	Remarks: In 2008, these forms were not being submitted in a timely manner. However, beginning in April 2009, the submission of these forms has been much more timely.
		 The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	8.			ă
	5.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	X Yes	□ No	□ N/A	Remarks:
	6.	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	X N/A	Remarks: No "transient" cases located
	7.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	X Yes	□No	□ N/A	Remarks:
35		Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	X Yes	□ No	□ N/A	Remarks:

INSPECTION PROGRAM

CHAPTER 8

			A CONTRACTOR OF THE PARTY OF TH			
		 Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity? 	Yes	X No	□ N/A	Remarks: All applicable entries are highlighted.
		2. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery	X Yes	□No	□ N/A	Remarks:
		included in the CHP 735? Response Time				
	×	On-Scene InvestigationFollow-up InvestigationReport Writing				
		Vehicle StorageCall Back				
1		Field Sobriety TestingTransportationBooking				×
		Chemical TestingTraffic Control				
	3	lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	☐ Yes	X No	□ N/A	Remarks: None were located. However, I cannot establish any of these tasks were performed by Area supervisors.
	4.	to all commands via Comm-Net from FMS, being used?	X Yes	☐ No	□ N/A	Remarks:
	5.	Is a copy of the CHP 735 being retained at the command and filed?	X Yes	☐ No	□ N/A	Remarks: Filed by the Office Manager.
	6.	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	X Yes	□No	□ N/A	Remarks: This form has helped tremendously.
	7.	In the absence of a CHP 735A, how is the command tra	cking the	DUI Cost F	Recovery I	Program?
	8.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? • Defendant Information	X Yes	□ No	□ N/A	Remarks: All of this information is entered onto the CHP 735A.
		 Violation Information Court Information FMS Information BAC test results 				si .
		Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	X Yes	□No	□ N/A	Remarks: Beginning in 2008

INSPECTION PROGRAM

CHAPTER 8

13. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	X Yes	□No	□ N/A	Remarks: As necessary.
Question 25 pertains to Fiscal Management Section.		4,2,3		
12. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	X Yes	□No	□ N/A	Remarks: Discrepancies identified in this quarterly report helped to identify and correct problems we were having tracking the completion and submission of CHP 735 forms.
11. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	Yes	□No	X N/A	Remarks: None located.
10. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	X Yes	☐ No	□ N/A	Remarks: Explanation included on the CHP 735A.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Command: Hanford Area	Division: Central Division	Chapter: 8 – DUI Cost Recovery
Inspected by:	Date:	
Doug Puder, ID	10045	05/11/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans, and may be used to appeal findings. A CHP 51 Memorandum may be used if additional space is required.

TYPE OF INSPECTION		Corrective Action Plan Included	Corrective Action Plan Included		
☐ Division Level X Command Level		Appeal Included	Appeal Included		
☐ Executive Office Level		Attachments Included	Attachments Included		
Follow-up Required:	Forward to:	Commander's Signature:	Date:		
☐ Yes X No	Due Date:	Don Tule	05/11/2009		
			\$44.02945,32825,63833		
Chapter Inspection:		COMPANY AND REAL PROPERTY OF THE PROPERTY OF T	CONTRACTOR AND THE PROPERTY OF		
Inspector's Comments Re		ctices:			

None identified.

Command Suggestions for Statewide Improvement:

The forms provided for this evaluation, as well as the instructions for completing these forms, are not adequate to ensure a uniform review of this subject has been conducted. As currently written, the instructions for completing this form allow for responses which are far too subjective to provide a meaningful evaluation of all commands.

The instructions for each item to be reviewed should be sufficiently expanded so as to make them specific, comprehensive and easy for the Inspector to understand. The instructions should list exactly which documents or processes need to be examined, they should list specifically what the Inspector should be looking for, and they should provide solid examples of what is appropriate and what isn't appropriate. The instructions should be written in sufficient detail so as to make the inspection forms "stand alone" documents. References to other publications (i.e., SAM manual, Government Code, Department policy, etc.,) may be provided to answer obscure questions that may arise. However, an Inspector should definitely not be required to reference these types of sources on a routine basis in order to complete the inspection forms.

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Inspector's Findings:			
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Procedures are in compliance with Department policy.

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2

Command: Hanford Area	Division: Central Division	Chapter: 8 – DUI Cost Recovery
Inspected by:	Date: .	
Doug Puder, ID 10045		05/11/2009

Commander's	Response:

Concur with Inspector's findings.

Inspector's Comments:

N/A

Required Action

Corrective Action Plan/Timeline

N/A

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 3

Command: Hanford Area	Division: Central Division	Chapter: 8 – DUI Cost Recovery
Inspected by:		Date:
Doug Puder II	10045	05/11/2009

Appeal Process: (Appeals shall be filed within five (5) business days	of the completed chapter inspection).
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Commander's Basis for Appeal:	
N/A	
IN/A	κ.
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Appeal Review/Decision: (This shall be the only level of appeal).	
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ead Inspector's Signature:	Date:
Lour Tulle	05/11/2009
esponding Commander Signature (for appeal):	Date:

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Madera Area	Division: Central	Number: 450
Evaluated by: Sgt. T. Shepard, ID #10759		Date: 07/06/2009
Assisted by: Officer R. Lopez, ID #16938		Date: 07/06/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION	311131	Lead Insp	ector's Signat	иге:		
☐ Division Level	Command Level	1 .				
☐ Office of Inspections	☐ Voluntary Self-Inspection-	1	1	\leq		
Follow-up Required: ☐ Yes ☐ No	Follow-Up Inspection	Comprand	er a Signature	e:		Date: 07/06/2009
For applicable policies, refer to HPM 11.1, Chapter 20.				398		
Note: If a "No" or "N/A" box is che	ecked, the "Remarks" section	shall be ut	ilized for ex	planation		
Does the command have ensure that a CHP 735, In Reimbursement Statement arrest that meets the cost	sufficient procedures to noident Response nt, is prepared for each	⊠ Yes	□ No	□ N/A	Remarks:	
What are these procedure	es?					
The required CHP 735 is to be attached to each arrest report when submitted for review. When the supervisor reviews the arrest report, he/she will review the CHP 735 as well. If one is not attached, a copy of the report is made and held in suspense and a request is sent to the officer to complete the CHP 735. Additionally, the CHP 735 coordinator is the secondary level of review for the submission of these forms.						
Does the command have assigned to process all Ch		⊠ Yes	□ No	□ N/A	Remarks:	Vicini 1
If the answer to question 3 the responsibility of process listed in their job description		⊠ Yes	□No	□ N/A	Remarks:	

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

5	5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks:
	 Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal) 	⊠ Yes	□No	□ N/A	Remarks:
7	 Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received 	⊠ Yes	□No	□ N/A	Remarks:
8.	for a commercial driver Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	⊠ Yes	□ No	□ N/A	Remarks:
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□ No	⊠ N/A	Remarks: None on file.
11	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□ No	□ N/A	Remarks:
12	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

	13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□No	□ N/A	Remarks:	
	 14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 	⊠ Yes	□No	□ N/A	Remarks:	
	15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□No	□ N/A	Remarks:	
	16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks:	
	17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	☐ No	□ N/A	Remarks:	
	18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☐ Yes	⊠ No	□ N/A	Remarks:	
19. In the absence of a CHP 735A, how is the command tracking the DUI Cost Recovery Program? This area uses AIS to log and track cases.						
	 20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information 	⊠ Yes	□No	□ N/A	Remarks:	

INSPECTION PROGRAM

BAC test results				
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□ No	□ N/A	Remarks:
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□ No	□ N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□ No	⊠ N/A	Remarks:
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Question 25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	Yes	□No	□ N/A	Remarks:

CORRECTED COPY

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Mariposa	Division: Central	Number: 455			
Evaluated by:	Greene, #11281	Date: 04/21/2009			
Assisted by: OSS-1, Carrie Smlt	h, #A05258	Date: 04/21/2009			
OSS-1, Carrie Smlth, #A05258		04/21/2009			

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION		Lead Inspector's Signature:				
☐ Division Level	Command Level					
Office of Inspections] Voluntary Self-Inspection					
Follow-up Required: ☑ Yes ☐ No	⊠ Follow-Up Inspection BY: 06/23/2009	Commander's Signature: Date: 06/22/2009				
For applicable policies, refer to HPM 11.1, Chapter 20.						
Note: If a "No" or "N/A" box is che		shall be ut	ilized for ex	planation		
Does the command have sensure that a CHP 735, Inc. Reimbursement Statement arrest that meets the cost.	⊠ Yes	□ No	□ N/A	Remarks:		
2. What are these procedures? Briefed to officers. Officer submits CHP 202 with CHP 735 forms and copies of A415's. Supervisor reviews CHP 735 forms to compare time with A415's. After supervisory approval, forward the CHP 735 and copies of the A415's to the clerical staff for processing. The Clerical Supervisor will contact the court on a monthly basis to find out the final disposition of the case. Upon conviction, the Clerical Supervisor will forward all the paperwork to the Commander for his/her review and signature. The Commander will forward all the paperwork back to the Clerical Supervisor in order to be processed to Accounting Section.						
Does the command have a assigned to process all CH	specific employee(s) P 735 forms?	⊠ Yes	□ No	□ N/A	Remarks: Cl	erical Supervisor
 If the answer to question 3 the responsibility of proces listed in their job description 	sing all CHP 735 forms	⊠ Yes	☐ No	□ N/A	Remarks:	

INSPECTION PROGRAM

ELLOW	5. Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□No	□ N/A	Remarks:
	 6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal) 	⊠ Yes	□ No	□ N/A	Remarks:
	 7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 	⊠ Yes	□No	□ N/A	Remarks;
	 8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	⊠ Yes	□ No	□ N/A	Remarks:
	9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
	10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	□No	□ N/A	Remarks:
	11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
	12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□ No	□ N/A	Remarks:

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	⊠ No	□ N/A	Remarks: Officers were unaware. Briefed to correct this issue,			
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	⊠ Yes	□No	□ N/A	Remarks:			
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□No	□ N/A	Remarks:			
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□ No	□ N/A	Remarks:			
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:			
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☐ Yes	⊠ No	□ N/A	Remarks: Optional			
19. In the absence of a CHP 735A, how is the command tracking the DUI Cost Recovery Program? Area does not use the CHP 735A, but another Area form to track all DUI Cost Recovery.							
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results	⊠ Yes	□No	□ N/A	Remarks:			

INSPECTION PROGRAM

.21.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	⊠ No	□ N/A	Remarks: Continued to be tracked.
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	☐ No	□ N/A	Remarks:
23.	Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	⊠ Yes	□No	□ N/A	Remarks:
24.	Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Questi	on 25 pertains to Fiscal Management Section.				
25.	Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□ No	□ N/A	Remarks:

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Oakhurst	Number: 456	
Evaluated by: Lt. S. Adams		Date: 6/22/2009
Assisted by: O.T. S. Tempesta		Date: 6/22/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION ☐ Division Level x Command Level Aadams, Li ☐ Voluntary Self-Inspection Office of Inspections Commander's Signature: Follow-up Required: ☐ Follow-Up Inspection ☐ Yes 4/22/09 A adams, is BY:___ For applicable policies, refer to HPM 11.1, Chapter 20. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Does the command have sufficient procedures to Remarks: ensure that a CHP 735, Incident Response □ No ☐ N/A x Yes Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria? 2. What are these procedures? Officers generate CHP 735, attach applicable CHPA415 copies with pertinent data highlighted. Officers complete the CHP 735 and route to Sergeant with the Arrest/Collision or Arrest/Incident reports. Sergeants review the CHP 735 and A415(s) for accurate accounting of time and other pertinent data. Sergeants forward the CHP 735 and A415s for signature. If blood results or conviction is necessary, the Commander does not sign, but forwards the form to the AI/Court officer to hold pending results. Commander signs the CHP 735 following review. The form is then routed to the Al/Court officer for data entry into AlS. The Al/Court officer enters the data into AlS, then forwards to the Office Technician. The Office Technician prepares a copy for files, prepares for mailing to FMS, and makes final notations in AIS. Office file contains a copy of the original CHP 735 with related A415 copies attached, for each incident.

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

3.	Does the command have a specific employee(s) assigned to process all CHP 735 forms?	x Yes	□No	□ N/A	Remarks:
4.	If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	x Yes	□No	□ N/A	Remarks:
5.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	x Yes	□ No	□ N/A	Remarks:
6.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	x Yes	□ No	□ N/A	Remarks:
7.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? • The date of BAC results of =.08% were received • The date of BAC results of =.04% were received for a commercial driver	x Yes	□No	□ N/A	Remarks: The 10 business day requirement is not always met due to delays in collision report completion or availability of levels of review. Area strives to comply with this time frame.
	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	x Yes	□No	□ N/A	Remarks: The Al/Court officer must follow up with the court clerks to obtain conviction dates. This is not always timely. Area must research, the court does not notify.
	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	x Yes	□ No	□ N/A	Remarks:
	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735	x Yes	□No	□ N/A	Remarks: Data is entered into AIS.

to FMS?

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	x Yes	☐ No	□ N/A	Remarks:			
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	x Yes	□No	□ N/A	Remarks:			
	12						
13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	x Yes	□No	□ N/A	Remarks: Officers separate time as much as possible.			
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	x Yes	□ No	□ N/A	Remarks:			
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	x Yes	□ No	□ N/A	Remarks: Only if specific tasks are performed. Not for supervision only. Training officer time is also not included as it is supervisory in nature.			
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	x Yes	□ No	□ N/A	Remarks:			
17. Is a copy of the CHP 735 being retained at the command and filed?	x Yes	□No	□ N/A	Remarks: Along with related copies of CHP A415(s)			
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☐ Yes	x No	□ N/A	Remarks: The Area is using AIS			
19. In the absence of a CHP 735A, how is the command tra	cking the	DUI Cost F	Recovery	Program?			
Area is using AIS.							

INSPECTION PROGRAM

 20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results 	x Yes	□ No	□ N/A	Remarks:
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	□ No	x N/A	Remarks:
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	□No	x N/A	Remarks: None found
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	☐ No	x N/A	Remarks: None found
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	x Yes	□ No	□ N/A	Remarks:
Question 25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐Yes	□No	□ N/A	Remarks:

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

intra:	460	
	1 -00	
Evaluated by:		
Lt. D.M. Troxell Assisted by: Officer Jeremy Key		

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with po Addition	olicy, applicable legal statues onally, such discrepancies ar and. Furthermore, the mem	al items with "Yes" or "No" answe s, or deficiencies noted in the insp nd/or deficiencies shall be docum orandum shall include any follow action" box shall be marked and c	pections sha ented on ar -up and/or (all be comm Exceptions corrective ac	ented on v Documen ction(s) tak	ia the "Rema Land address en. If this for	rks" section. sed to the next level	of
			Load Ingo	entaria Cianati				
	INSPECTION		Lead inspi	ector's Signatu	ile.			
Div	vision Level	□ Command Level						
Of:	fice of Inspections of the original original of the original original original original original original orig	☐ Voluntary Self-	ļ					
F	ollow-up Required: ☐ Yes	Follow-Up Inspection	Command	er's Signature			Date	
		to HPM 11.1, Chapter 20.						
		necked, the "Remarks" section	shall be t	itilized for a	explanatio	n.		
1.	Does the command have ensure that a CHP 735, Reimbursement Stateme arrest that meets the cos	Incident Response ent, is prepared for each	⊠ Yes	□ No	□ N/A	Remarks		
2.	handed in a timely and a coordinator to make sure	res? The Merced Command Incourate manner. The Merced et all the necessary information	Area has	constructe	d a check	ensure qualist for the C	ality CHP 735s are	!
3.	Does the command have assigned to process all C		⊠ Yes	□ No	□ N/A	Remarks		
4.	the responsibility of proce	3 of this checklist is yes, is essing all CHP 735 forms ion or any other document?	⊠ Yes	☐ No	□ N/A	Remarks: In:	serted in the Area's SO	P

INSPECTION PROGRAM

5	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□ No	□ N/A	Remarks
6.	place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□ No	□ N/A	Remarks:
7.	of Section A of the form being forwarded to FMS within ten business days from one of the following dates?	⊠ Yes	□ No	□ N/A	Remarks:
	 The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 				
8.	 Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	⊠ Yes	□ No	□ N/A	Remarks
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks As proven by attached CHP 415s
10.	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	□ No	□ N/A	Remarks:
_	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□ No	□ N/A	Remarks:
12.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□ No	□ N/A	Remarks: Reviewed by submitting officer, CHP 735 officer, and Sgt.

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□ No	□ N/A	Remarks:
 14. Are the staft hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 	⊠ Yes	□No	□ N/A	Remarks: Also indicated and noted in the notes section of the CHP 415.
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□ No	□ N/A	Remarks
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	Yes	⊠ No	□ N/A	Remarks:
19 In the absence of a CHP 735A, how is the command to The Merced Command has generated their own tracking sheet	racking the	DUI Cost ted to Area	Recovery Specific	Program? needs.
 20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information 	⊠ Yes	□No	□ N/A	Remarks Listed as part of the tracking sheet

INSPECTION PROGRAM

FMS InformationBAC test results				
21. Are cases not resulting in a conviction within 12 months after submission to the District Atlorney closed out after court verification of case status?	☐ Yes	⊠ No	□ N/A	Remarks: Area continue to check with the courts
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date FMS as well as the reason the case was closed and date of last follow-up check?	to Yes	⊠ No	□ N/A	Remarks. Area continue to check with the courts
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□ No	⊠ N/A	Remarks: Not aware of any incidents
24. Is the command reviewing the quarterly reports sen by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?		□ No	□ N/A	Remarks:
Question 25 pertains to Fiscal Management Section.			130	
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	⊠ Yes	□ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

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Command

Merced

Inspected by:

Lt. D.M. Troxell

Division: Central Chapter:

Date: 7/08/2009

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INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION Total hours expended on the Corrective Action Plan Included inspection: ☐ Division Level ☐ Command Level Attachments Included ☐ Executive Office Level 2 hours Forward to: Follow-up Required: Due Date: Yes ⋈ No Chapter Inspection: Inspector's Comments Regarding Innovative Practices: The Area has generated a tracking sheet that is attached to all DUI Cost Recovery Claims (CHP 735) to ensure all information is correct upon processing. Command Suggestions for Statewide Improvement: Inspector's Findings:

It should be noted that the Merced Area recently was audited by the CHP Office of Inspections, specifically on DUI Cost Recovery. During the audits, a discrepancy was pointed out indicating that the Area's submitted time on the CHP 735s did not match the time explained on the employees CHP 415s. The Merced Commander directed immediate attention in the tracking of DUI Cost Recovery claims, accuracy, and the submitting in a timely manner. The Area's DUI Cost Recovery Coordinator, Officer Jermey Key promoted new efficient methods and instructed the entire Area of the new procedures. As evident of the attached inspection, it has been determined that these newly implemented corrective measures have corrected past errors. The Merced Area will continue to make all efforts to see that the DUI Cost Recovery Program functions efficiently.

Commander's Response:
☐ Concur or ☐ Do Not Concur (Do Not Concur shall document basis for response)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 2 of 3

Command: Merced	Division: Central	Chapter:	
Inspected by: Lt. D.M. Tro	xell	Date: 7/08/2009	

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

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Command:	Division:	Chapter.
Merced	Central	8
Inspected by:		Date:
Lt. D.M. Troxell		7/08/2009

:				
Required Action	16.3			
Corrective Action Plan/Timeline				

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedure		DATE 7 / Sloa
	INSPECTOR'S SIGNATURE	7/8/c7
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	DATE

Memorandum

Date:

July 7, 2009

To:

Central Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Merced Area

File No.:

460.10533.13163

Subject:

HPM 22.1, CHAPTER 8 DUI COST RECOVERY

In accordance with Highway Patrol Manual (HPM) 22.1, Command Inspection Program chapter 8 (Command DUI Cost Recovery), is attached for your review. If you have any questions, please contact Lieutenant D.M. Troxell at (209) 356-2956.

S. B.ADILLA, Captain

Commander Merced Area

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STATE OF CALIFORNIA PARTMENT OF CALIFORNIA HIGHWAY PATROL

... SPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY

Command: Division: Los Banos Central		Number: Chapter 8
Evaluated by: W. Nation	<u> </u>	Date: 07/06/2009
Assisted by: Jill Briozo		Date: 07/06/2009

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Followup Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION □ Command Level ☐ Division Level □ Voluntary Self-Inspection Office of Inspections Date: Commander's Signature: Follow-up Required: X Follow-Up Inspection BY: SGT. S. CURLEY X Yes 07/06/2009 For applicable policies, refer to HPM 11.1, Chapter 20. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation

1. Does the command have sufficient procedures to ensure that a CHP 735, Incident Response Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?

2. What are these procedures?

2. What are these procedures?

Area currently requires the lead investigator of the incident to attach all officer(s)415's to the CHP 735 reflecting a break down of the hours used, so the correspond with the total hours CHP 735. Area SOP is currently being updated to reflect this change.

3. Does the command have a specific employee(s) assigned to process all CHP 735 forms?

4. If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?

Yes □ No □ N/A Remarks:
□ No □ N/A Remarks:

... SPECTION PROGRAM

	 Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form? 	⊠ Yes	□ No	□ N/A	Remarks:
	6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□No	□ N/A	Remarks:
	 7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 	⊠ Yes	□ No	□ N/A	Remarks:
	 8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	⊠ Yes	□ No	□ N/A	Remarks:
	9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
	10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	□No	□ N/A	Remarks:
	11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
	12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□ No	□ N/A	Remarks:
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.. ISPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	⊠ Yes	□ No	□ N/A	Remarks:
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	⊠ Yes	□No	□ N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□ No	□ N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
19. In the absence of a CHP 735A, how is the command tra	cking the !	DUI Cost F	Recovery F	Program?
20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? • Defendant Information • Violation Information • Court Information • FMS Information • BAC test results	⊠ Yes	□No	□ N/A	Remarks:

... SPECTION PROGRAM

21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□ No	□ N/A	Remarks:
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□ No	□ N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□No	⊠ N/A	Remarks:
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Question 25 pertains to Fiscal Management Section.		4		
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM

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Command: Los Banos	Division: Central	Chapter: 8
Inspected by: W. B. Nation	adente dimenio presi	Date: 07/06/2009

INSTRUCTIONS: This document shall number of the inspection in the Chapte shall be routed to and its due date. This improvement, identified deficiencies, co	r Inspecti	on number. Under Ford	varu to, lenter the nex	Il in the blanks as indicated. Enter the chapter kt level of command where the document actices, suggestions for statewide a used if additional space is required.
TYPE OF INSPECTION Division Level Command Level Executive Office Level		Total hours expended on the inspection:		☐ Corrective Action Plan Included ☐ Attachments Included
Follow-up Required: 河 Yes [` No		rd to: al Division ate: 07/07/2009		
Chapter Inspection. Inspector's Comments Regard Command Suggestions for Sta				
Inspector's Findings:				
Commandaria Bassansa: M.C	onour	or ELDo Not Cond	cur (Do Not Concu	r shall document basis for response)
Commander a Mesponse.	Onoul	OI DO HOL COM		

COMMAND INSPECTION PROGRAM

FXCEPTIONS DOCUMENT

, age 2 of 3

Command:	Division:	Chapter:
Los Banos	Central	8
Inspected by: W. B. Nation		Date: 07/06/2009

Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchangetc.)

	**************************************	g = 13	
: Required Action			
IXEQUITEO (ACTOR)	TEX.		
Corrective Action Plan/Timeline			

Area currently requires the lead investigator of the incident to attach all officer(s)415's to the CHP 735 reflecting a break down of the hours used, so the correspond with the total hours CHP 735. Area SOP is currently being updated to reflect this change. SOP will be revised to reflect the change prior to 07/31/2007.

the reviewer.	uld like to discuss this report with	COMMANDER'S SIGNATURE	07/06/2009
(See HPM 9.1	I, Chapter 8 for appeal procedures	INSPECTOR'S SIGNATURE	DATE 07/06/2009
employee	cussed this report with	REVIEWER'S SIGNATURE	7/15/69
☐ Concur	Do not concur	of Jolliny	7/15/09

1 of 4

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command:	Division:	Number:
Chowchilla IF	Central	464
Evaluated by:	Date:	
A/Sgt. S. Loso	07/08/09	
Assisted by:		Date:

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

	Lead Inspe	ctor's Signatur	re:		
TYPE OF INSPECTION				/	
☐ Division Level ☐ Command Level		15	-//		
☐ Office of Inspections ☐ Voluntary Self-Inspection				Take 1	
Follow-up Required:	_ Commande	Commander's Signature: Date: 2/8/59			
For applicable policies, refer to HPM 11.1, Chapter 20					
Note: If a "No" or "N/A" box is checked, the "Remarks" secti	on shall be ut	ilized for ex	planation.	3. 中华·斯曼(1974年) 1875年 (1974年)	
Does the command have sufficient procedures to ensure that a CHP 735, Incident Response	☐ Yes	□No	⊠ N/A	Remarks:	
Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria?				Scale Facility	
What are these procedures?					
The Chowchilla River I.F. turns over all response type incidents that would require a CHP 735. The appropriate CHP area (Merced / Madera) would process the required documents.					
į.					
640				g 18	
Does the command have a specific employee(s) assigned to process all CHP 735 forms?	☐ Yes	□ No	⊠ N/A	Remarks: Scale Facility	
If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	☐ Yes	□No	⊠ N/A	Remarks: Scale Facility	

INSPECTION PROGRAM

5.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	Yes	□No	⊠ N/A	Remarks: Scale Facility
6.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	☐ Yes	□ No	⊠ N/A	Remarks: Scale Facility
7.	Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received	☐ Yes	□ No	⊠ N/A	Remarks: Scale Facility
	 The date of BAC results of =.04% were received for a commercial driver 	8			
8.	of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? • The person arrested refused to provide a chemical test • The arrest was for drugs only • A BAC of < .08% was obtained	□ Yes	□No	⊠ N/A	Remarks: Scale Facility
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	☐ Yes	□ No	⊠ N/A	Remarks: Scale Facility
	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	□No	⊠ N/A	Remarks: Scale Facility
11.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	☐ Yes	☐ No	⊠ N/A	Remarks: Scale Facility
12.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	☐ Yes	□No	⊠ N/A	Remarks: Scale Facility

INSPECTION PROGRAM

13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	□No	⊠ N/A	Remarks: Scale Facility
14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control	☐ Yes	□No	⊠ N/A	Remarks: Scale Facility
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	☐ Yes	□ No	⊠ N/A	Remarks: Scale Facility
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	☐ Yes	□ No	⊠ N/A	Remarks: Scale Facility
17. Is a copy of the CHP 735 being retained at the command and filed?	☐ Yes	☐ No	⊠ N/A	Remarks: Scale Facility
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☐ Yes	□ No	⊠ N/A	Remarks: Scale Facility
19. In the absence of a CHP 735A, how is the command to N/A	acking the	DUI Cost F	Recovery I	⊃rogram?
 20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results 	Yes	□No	⊠ N/A	Remarks: Scale Facility

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	☐ Yes	□ No	⊠ N/A	Remarks: Scale Facility
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date FMS as well as the reason the case was closed and date of last follow-up check?	to Yes	□No	⊠ N/A	Remarks: Scale Facility
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	☐ Yes	□ No	⊠ N/A	Remarks: Scale Facility
24. Is the command reviewing the quarterly reports se by FMS related to the submission of CHP 735 form and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?		□ No	⊠ N/A	Remarks: Scale Facility
Question 25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	t 🗆 Yes	☐ No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Command:	Division:	Gliapter.	
Chowchila I.F.	Central	8	
Inspected by: A/Sgt. S. Loso	#15736	Date: 07/08/09	

Page 1 of 3

shall be routed to and its due date. This do	spection number. Under "Forward to:" enter ocument shall be utilized to document innovactive action plans. A CHP 51 Memorandum	ry, or fill in the blanks as indicated. Enter the chapter the next level of command where the document ative practices, suggestions for statewide may be used if additional space is required.				
TYPE OF INSPECTION ☐ Division Level ☐ Command Lev ☐ Executive Office Level	Total hours expended on the inspection:	☐ Corrective Action Plan Included ☐ Attachments Included				
Follow-up Required:	Forward to: Central Division					
☐ Yes ☒ No ☐	Due Date: 07/09/09					
Inspector's Comments Regarding Innovative Practices: The Chowchilla River I.F. turns over all response type incidents that would require a CHP 735. The appropriate CHP area (Merced/Madera) would process the required documents.						
Command Suggestions for Stat	tewide Improvement:	· · ·				
NONE Inspector's Findings:						
ACILITY PROCEDURES ARE	SUFFICIENT.					
A AMPLEAN OF THE PARTY OF THE P		÷				
Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response)						

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 2 of 3

Command:	Division:	Chapter:	
Chowchila I.F.	Central	8	
Inspected by:	4	Date:	
A/Sgt. S. Loso	#15736	07/08/09	

Inspector's Comments:	Shall address non concurrence by commander (e.g.,	, findings revised,	findings unchanged,
etc.)			

NONE

COMMAND INSPECTION PROGRAM EXCEPTIONS DOCUMENT

Page 3 of 3

Command:	Division:	Chapter:	
Chowchila I.F.	Central	8	
Inspected by:		Date:	
A/Sgt. S. Loso	#15736	07/08/09	

Required Action			
Corrective Action Plan/Timeline			

N/A

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	1/8/09
	INSPECTOR'S SIGNATURE	7/8/09
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	DATE
☐ Concur ☐ Do not concur		

INSPECTION PROGRAM

Command:	Division:	Number:		
Modesto 465	Centra			
Evaluated by:		Date:		
C. R. Mahnke, Jr.		06/26/2009		
Assisted by:		Date:		
N/A				

INSTRUCTIONS: Answer individu with policy, applicable legal statue Additionally, such discrepancies a command. Furthermore, the memup Inspection, the "Follow-up Inspection"	s, or deficiencies noted in the ins nd/or deficiencies shall be docun orandum shall include any follow	spections sha nented on ar r-up and/or c	all be comme Exceptions orrective ac	ented on via Document tion(s) take	a the "Remari and address n. If this form	ks" section. ed to the next level of
		Lead Insp	ector's Signa	ture:		
YPE OF INSPECTION						
Division Level	☑ Command Level		0.	on och		
Office of Inspections	☐ Voluntary Self-Inspection	an	akalu &	Set		
Follow-up Required:	☐ Follow-Up Inspection	Command	ler's Signatur	e:		Date:
	BY:	ا	كر)-e-	_	06,29,09
or applicable policies, refer	to HPM 11.1, Chapter 20.		1.1			
lote: If a "No" or "N/A" box is ch		shallbetu	ilized for e	xplanation		阿斯 尼斯·加州的科技
Does the command have ensure that a CHP 735, Reimbursement Stateme arrest that meets the cost	Incident Response ent, is prepared for each st recovery criteria?	⊠ Yes	□ No	□ N/A	Remarks:	
2. What are these procedulodesto Area Standard Operatinal copies of the supporting Dairest report is required to review ubmission to Fiscal Management mediately submits the final verificately regularly for the completed regularly for the completed formation System (AIS). A simple draft version of the CHP 735 posely monitored by the court off	ng Procedures (SOP), Chapte by Field Record CHP 415 form the draft version of the CHP at Section. If the incident meesion if the blood alcohol result placed in a suspense tray. Cotion of the final CHP 735 form ilar process is conducted for the is placed in a suspense tray a icer. Once a disposition is obtained the control of the final CHP 735 form is placed in a suspense tray a icer. Once a disposition is obtained the control of the final CHP 735 form is placed in a suspense tray a control of the final CHP 735 form is placed in a suspense tray a control of the final CHP 735 form is placed in a suspense tray a control of the final CHP 735 form is placed in a suspense tray a control of the final CHP 735 form is placed in a suspense tray a control of the final CHP 735 form is placed in a suspense tray a control of the final CHP 735 form is placed in a suspense tray a control of the final CHP 735 form is placed in a suspense tray a control of the final CHP 735 form is placed in a suspense tray a control of the final CHP 735 form is placed in a suspense tray a control of the final CHP 735 form is placed in a suspense tray a control of the final CHP 735 form is placed in a suspense tray a control of the final CHP 735 form is placed in a suspense tray a control of the final CHP 735 form is placed in a control of the final CHP 735 form is placed in a control of the final CHP 735 form is placed in a control of the final CHP 735 form is placed in a control of the final CHP 735 form is placed in a control of the final CHP 735 form is placed in a control of the final CHP 735 form is placed in a control of the final CHP 735 form is placed in a control of the final CHP 735 form is placed in a control of the final CHP 735 form is placed in a control of the final CHP 735 form is placed in a control of the final CHP 735 form is placed in a control of the final CHP 735 form is placed in a control of the final CHP 735 form is placed in a control of the final CHP 735 form is placed in a control of the final CHP 735 form is placed	s associate 735. The A ets the Sect is are imme hemical tes and for upo hose incide and case di	ed with the area court of ion A criter idiately know tresults from the court of the	incident. officer prepairs of the Cown (a breadown the Decentrical ander the Compairs of the C	The sergear pares a final CHP 735 formath test .08% partment of formation in the requirem tions and or	nt approving the version for m, the court officer 6 or >). For blood Justice are the Area ents of Section B. rejections are
Does the command have a assigned to process all CF	a specific employee(s) HP 735 forms?	⊠ Yes	□No	□ N/A	Remarks:	

2 of 4

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

4	If the answer to question 3 of this checklist is yes, is the responsibility of processing all CHP 735 forms listed in their job description or any other document?	⊠ Yes	s □ No	□ N/A	Remarks:
			0		
5	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	⊠ Yes	□No	□ N/A	Remarks:
6.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□ No	□ N/A	Remarks:
7.	 of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 	☐ Yes	⊠ No	□ N/A	Remarks: The Modesto Area average completion days for submission of CHP 735 forms to FMS was 21 days from receipt of blood alcohol results or conviction information during the first quarter of 2009.
8.	 Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	☐ Yes	⊠ No	□ N/A	Remarks: The Modesto Area average completion days for submission of CHP 735 forms to FMS was 21 days from receipt of blood alcohol results or conviction information during the first quarter of 2009.
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
-	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	⊠ No	□ N/A	Remarks: Modesto Area does not use the optional CHP 735A log.
	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	☐ No	□ N/A	Remarks:
13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	⊠ No	□ N/A	Remarks: This information is captured in the Activity/Comments section of the CHP 415.
 14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 	⊠ Yes	□No	□ N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	☐ Yes	⊠ No	□ N/A	Remarks: Area will conduct refresher training during the July Staff Meeting to address this oversight.
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□ No	□ N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☐ Yes	⊠ No	□ N/A	Remarks:
19. In the absence of a CHP 735A, how is the command transhe Area court officer maintains an active suspense system to eubmitted in a timely manner (See box 2 on page 1).				

INSPECTION PROGRAM

 20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results 	☐ Yes	⊠ No	□ N/A	Remarks: The Area court officer maintains an active suspense system to ensure Section A and Section B criteria incidents are submitted in a timely manner (See box 2 on page 1).
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□ No	□ N/A	Remarks:
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	⊠ No	□ N/A	Remarks: See box 20.
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5,00 being processed by the Department?	Yes	□No	□ N/A	Remarks: This information is unknown to Area.
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Question 25 pertains to Fiscal Management Section.	200 (100 m) 100 (100 m)			
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	⊠ Yes	□No	□ N/A	Remarks:

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 1 of 2

Command:	Division:	Chapter: 8 Command
Modesto Area	Central	DUI Cost Recovery
Inspected by:	lr.	Date: 06/26/2009

INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. TYPE OF INSPECTION Corrective Action Plan Included Total hours expended on the inspection: 4 ☐ Division Level ☐ Command Level ☐ Attachments Included ☐ Executive Office Level Forward to: Follow-up Required: Central Division Due Date: 6/30/2009 X Yes □ No Chapter Inspection: Chapter 8 Command DUI Cost Recovery Inspector's Comments Regarding Innovative Practices: No innovative practices identified. Command Suggestions for Statewide Improvement: No Statewide improvements identified. Inspector's Findings: Overall, Area program is in compliance with Department policy. Area must reduce the average number of days currently utilized to submit completed Incident Response Reimbursement Statement, CHP 735 orms to Fiscal Management Section (See page 2). In addition, non-supervisory time spent on incidents by sergeants and officers-in-charge must be captured on the CHP 735. Commander's Response: Concur or Do Not Concur (Do Not Concur shall document basis for response) nspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged, etc.)

COMMAND INSPECTION PROGRAMEXCEPTIONS DOCUMENT

Page 2 of 2

Inspected by: C. R. Mahnke, Jr.

Modesto Area

Command:

Division:

Central

Chapter: 8 Command DUI Cost Recovery

Date: 06/26/2009

Required Action	
Corrective Action Plan/Timeline	

Chapter 8 Command DUI Cost Recovery

Box 7 and 8: The Modesto Area average completion time for submission of CHP 735 forms to Fiscal Management Section was 21 days for the first quarter of 2009.

Corrective Action: During the third quarter, the Modesto Area will reduce the completion time to 10 days or less, by closely monitoring incidents meeting the cost recovery criteria and ensuring the CHP 735 is forwarded to the court officer once the arrest report portion of the incident is completed. Previously, the CHP 735 was delayed while the collision investigation was returned to the investigating officer for minor corrections.

Date of completion: September 1, 2009.

3ox 15: A review of CHP 735 and supporting Daily Field Record, CHP 415 forms, indicated non-supervisory time expended at incidents by sergeants and officers-in-charge was not being captured.

<u>Forrective Action:</u> During the July 8, 2009, Modesto Area Staff Meeting, Area supervisors and nanagers will review the requirement to include non-supervisory time expended at incidents by ergeants and officers-in-charge at incidents meeting the CHP 735 criteria.

Pate of completion: July 8, 2009.

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 04.29.09
	INSPECTOR'S SIGNATURE	6/26/09
Reviewer discussed this report with employee Concur Do not concur	REVIEWER'S SIGNATURE	DATE

1 of 4

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command Visalia	Division: Central	Number: 480			
Evaluated by: Sergeant J.	R. Alaniz	Date: 6-10-09			
Assisted by:		Date:			
V TO THE THE THE					

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

							- 085
TYPE OF	INSPECTION	3,112 (0.2)	Lead Inspe	ector's Signatu	ıre: ∽.⊁		
☐ Div	rision Level	□ Command Level	110	116	7		
Off	ice of Inspections	「 1 Voluntary Self-Inspection	J.K	./HX	e-	>	
Fo	ollow-up Required:	☐ Follow-Up Inspection	Command	er's Signature ച	:		Date:
L] Yes 🛛 No	BY:	States Illin 6.16.09		6.16.09		
For a	oplicable policies, refer	to HPM 11.1, Chapter 20.					
Note:	If a "No" or "N/A" box is c	hecked, the "Remarks" section	shall be ut	ilized for ex	planation		
1.	ensure that a CHP 735,	e sufficient procedures to Incident Response ent, is prepared for each	⊠ Yes	☐ No	□ N/A	Remarks:	
	arrest that meets the co						
All traffic collisions involving at fault dui drivers are required to have a CHP 735. Incident Response Reimbursement Statement completed and attached with the collision report. The accident review officer will ensure that it meets the cost recovery criteria. Officers responding to dui incidents requiring CHP response shall submit a CHP 735 and CHP 415 forms. Sergeants and OIC reviewing dui reports that meet the criteria listed in CommtNet dated 4-20-06 will ensure that the CHP 735 is completed and submitted with the arrest report. Completed CHP 735 and CHP 415 forms are then forwarded to the accident review officer for review and processing.							
3.	Does the command hav assigned to process all	e a specific employee(s) CHP 735 forms?	⊠ Yes	□No	□ N/A	Remarks:	
4.	the responsibility of proc	n 3 of this checklist is yes, is essing all CHP 735 forms tion or any other document?	☐ Yes	⊠ No	□ N/A	the accident	ne duty will be added to review officer's list of ies in the forthcoming 's SOP
5.		orwarded to Fiscal MS) properly with completed A or Section B of the form?	⊠ Yes	□No	□ N/A	Remarks:	
	178.3						

INSPECTION PROGRAM

 6. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal) 	☐ Yes	⊠ No	□ N/A	Remarks: The accident review officer utilizes the court officer to check court case files to find the status of cases filed with drugs or low BAC's.
 7. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 	⊠ Yes	□ No	□ N/A	Remarks:
 8. Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	⊠ Yes	□No	□ N/A	Remarks:
9. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
10. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	☐ Yes	⊠ No	□ N/A	Remarks: Area does not utilize a CHP 735A case log. CHP 735's involving transients are kept in a suspense file by the accident review officer
11. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□No	□ N/A	Remarks:
12. Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks:
13. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	☐ Yes	⊠ No	□ N/A	Remarks: The accident review officer highlights the appropriate entries of the CHP 415 to indicate the officer's activity that correlates with the time indicated on the CHP 735 statement.

INSPECTION PROGRAM

14	Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?	⊠ Yes	□No	□ N/A	Remarks:
•	 Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage 				
	 Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 	٥			
15.	Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□ No	□ N/A	Remarks:
16.	Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□No	□ N/A	Remarks:
17.	Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
18.	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	☐ Yes	⊠ No	□ N/A	Remarks: The accident review officer maintains a suspense file.
The accid	In the absence of a CHP 735A, how is the command tradent review officer maintains a suspense file to ensure all non-procest (convicted) it is forwarded to the court clerk who maintains all co	ssed CHP 73			
20.	Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results	☐ Yes	⊠ No	□ N/A	Remarks: Area does not have a monitoring system in place.
21.	Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks:
22.	Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□ No	□ N/A	Remarks:

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	Yes	□ No	⊠ N/A	Remarks: Does not apply to Area.
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks
Question 25 pertains to Fiscal Management Section.				14
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□ No	⊠ N/A	Remarks: Does not apply to Area.

COMMAND INSPECTION PROGRAM

EXCEPTIONS	DOCUMENT
- 4 50	

Command:	Division:	Chapter:	
Visalia	Central	8	
Inspected by: Sergeant J. R. Alaniz		Date: 6-10-2009	

Page 1 of 2 INSTRUCTIONS: This document shall be typed. Check appropriate boxes as necessary, or fill in the blanks as indicated. Enter the chapter number of the inspection in the Chapter Inspection number. Under "Forward to:" enter the next level of command where the document shall be routed to and its due date. This document shall be utilized to document innovative practices, suggestions for statewide improvement, identified deficiencies, corrective action plans. A CHP 51 Memorandum may be used if additional space is required. ☐ Corrective Action Plan Included Total hours expended on the TYPE OF INSPECTION inspection: □ Division Level ☒ Command Level □ Attachments Included 40 ☐ Executive Office Level Forward to: Follow-up Required: Due Date: ☐ No ☐ Yes Chapter Inspection: Inspector's Comments Regarding Innovative Practices: Command Suggestions for Statewide Improvement: Inspector's Findings: A total of 175. CHP 735 Incident Response Reimbursement Statements were on file between June 2008 and June 2009. Eighteen, CHP 735 statements were utilized for this inspection. The CHP 735 statements were found to be in compliance and contained the necessary requirements for cost recovery. The note section on the CHP 415 was not being utilized for time recording as required per HPM 11.1. Chapter 20, 4 (c) 2. The accident review officer has been highlighting the entries that correlate to the incident. The accident review officer has not utilized a CHP 735A Case Log. Currently the CHP 735 case load has been manageable and has not created a backlog. The eighteen statements reviewed indicated the cost recovery was for dui accident related cases. There were no CHP 735's statements for dui related offenses where CHP was requested to respond as required per Comm-Net dated 4-20-06. It appears officers have not been properly documenting their time on a CHP 735 statement when requested to respond to dui related offenses and sergeants have not been monitoring this requirement. A briefing item will be prepared to remedy this situation. The AIS system contains two check boxes that illustrate the date the CHP 735 was received and the date the CHP 735 was sent to accounting. Those boxes have not been utilized by the court clerk. This issue will be addressed with the court clerk and if needed training provided. Commander's Response: 🎏 Concur or 🗌 Do Not Concur (Do Not Concur shall document basis for response) Inspector's Comments: Shall address non concurrence by commander (e.g., findings revised, findings unchanged,

etc.)

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page	2	of	2
1 490	_	0	-

Command:	Division:	Chapter:
Visalia	Central	8
Inspected by: Sergeant J. R. Alaniz		Date: 6-10-2009

Required Action		1.41	38.35	TAME.	
THE RESERVE OF THE PERSON OF T			Way .		
Corrective Action Plan/Timeline			 		

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	DATE 6. 16-09
(Occ II W o. I., Oliapidi o loi appeal procedures)	INSPECTOR'S SIGNATURE	6-11-09
Reviewer discussed this report with employee	REVIEWER'S SIGNATURE	DATE

INSPECTION PROGRAM

Command: Division: Central		Number:	
Evaluated by: Sergeant Rus	Date: 06/25/2009		
Assisted by: N/A		Date: N/A	

with pol Addition	icy, applicable legal statues ally, such discrepancies ar ad Furthermore, the memore	al items with "Yes" or "No" answers s, or deficiencies noted in the inspe nd/or deficiencies shall be docume orandum shall include any follow-u ection" box shall be marked and on	ections shall nted on an E p and/or cor	be commen exceptions D rective action	ited on via i locument a in(s) taken.	ne "Remark nd addresse If this form	ed to the next level of
11105 05 11	UCDECTION		Lead Inspe	ctor's Signatu	re:		
	ispection sion Level	□ Command Level □ Command Level	Duncol	Cay 130	10	•	4
		_	Russei	Cox, 130	10		
Offic	ce of Inspections	☐ Voluntary Self-Inspection		$-\rho$			
Fo	llow-up Required: Yes ⊠ No	Follow-Up Inspection BY:	Commande	r's Signature.	aren	GEN	Date 07/06/2009
For ap	plicable policies, refer	to HPM 11.1, Chapter 20.	U			Ű	
Note: I	f a "No" or "N/A" box is c	hecked, the "Remarks" section	shall be uti	lized for ex	planation.		
1.	Does the command have ensure that a CHP 735,	e sufficient procedures to Incident Response ent, is prepared for each	⊠ Yes	□No	□ N/A	Remarks:	
All tra Reimb ensure submit Comm Compl proces	ursement Statement co that it meets the cost r a CHP 735 and CHP 4 -Net dated 4-20-06 wi eted CHP 735 and CH sing.	g at fault dui drivers are requestion of the covery criteria. Officers results forms. Sergeants and Oldlensure that the CHP 735 is P 415 forms are then forward	ne collisions ponding to the confidence of the c	n report. o dui inci ng dui rep d and sub	The accid dents requorts that mitted wi	lent revieve uiring CH meet the th the arro	w officer will (P response shall criteria listed in est report.
3.	Does the command hav assigned to process all	e a specific employee(s) CHP 735 forms?	⊠ Yes	☐ No	□ N/A	Remarks:	
4.	the responsibility of prod	n 3 of this checklist is yes, is cessing all CHP 735 forms otion or any other document?	☐Yes	⊠ No	□ N/A	Remarks: S	See exceptions document
5.	Are all CHP 735 forms for Management Section (F		⊠Yes	□ No	□ N/A	Remarks:	ŧ:

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TATE OF CALIFORNIA PEPARTMENT OF CALIFORNIA HIGHWAY PATROL

NSPECTION PROGRAM

CHAPTER 8

COMMAND DUI COST RECOVERY

6.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal)	⊠ Yes	□ No	□ N/A	Remarks:
7.	 Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 	⊠ Yes	□ No	□ N/A	Remarks:
8.	Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained	⊠ Yes	□ No	□ N/A	Remarks:
9.	Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□No	□ N/A	Remarks:
	If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	⊠ Yes	□ No	□ N/A	Remarks:
11.	Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□ No	□ N/A	Remarks:
12.	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□ No	□ N/A	Remarks:
	=				
13.	Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity?	Yes	⊠ No	□ N/A	Remarks: See exceptions document

INSPECTION PROGRAM

 14. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 	⊠ Yes	□No	□ N/A	Remarks:
15. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	⊠ Yes	□No	□ N/A	Remarks:
16. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	⊠ Yes	□ No	□ N/A	Remarks:
17. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□No	□ N/A	Remarks:
18. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
19. In the absence of a CHP 735A, how is the command tra	acking the	DUI Cost F	Recovery R	Program?
 20. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results 	⊠ Yes	□No	□ N/A	Remarks:
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	⊠ Yes	□No	□ N/A	Remarks:

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

NSPECTION PROGRAM

22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	⊠ Yes	□No	□ N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	∑ Yes	□No	□ N/A	Remarks:
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	∏ No	□ N/A	Remarks:
Question 25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	□ N/A	Remarks:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8 COMMAND DUI COST RECOVERY

Command: Coalinga	Division: Central	Number:
Evaluated by: Sergeant Vander Mel		Date: 07/07/09
Assisted by: Officer N. Hunt, #17790		Date: 07/07/09

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected. Lead Inspector's Signature: TYPE OF INSPECTION Division Level □ Command Level Office of Inspections □ Voluntary Self-Inspection Follow-up Required: Commander's Signature: Date: Follow-Up Inspection Yes 07/07/09 BY: For applicable policies, refer to HPM 11.1, Chapter 20. Note: If a "No" or "N/A" box is checked, the "Remarks" section shall be utilized for explanation. 1. Does the command have sufficient procedures to Remarks: ensure that a CHP 735, Incident Response X Yes ☐ No □ N/A Reimbursement Statement, is prepared for each arrest that meets the cost recovery criteria? 2. What are these procedures? Sergeants review all arrest reports. Sergeants are aware of the cost recovery criteria and look for incidents that require the completion of the CHP 735 form. If an arrest requires the completion of a CHP 735 and one has not been completed, the sergeant will return the report to the officer. Once the report review officer gets the report, she too is aware of the criteria, and ensures the completed CHP 735 is correct and attached. 3. Does the command have a specific employee(s) assigned to process all CHP 735 forms? Remarks: X Yes □No \square N/A 4. If the answer to question 3 of this checklist is yes, is Remarks: the responsibility of processing all CHP 735 forms ΠNo $\prod N/A$ listed in their job description or any other document? 5. Are all CHP 735 forms forwarded to Fiscal Remarks:

✓ Yes

ΠNo

□ N/A

Management Section (FMS) properly with completed

criteria in either Section A or Section B of the form?

INSPECTION PROGRAM

	 5. Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e., a refusal) 	⊠ Yes	S No	□ N/A	Remarks: The court officer maintains a folder of open cases that involve a CHP 735. She checks the folder periodically and calls the DA to confirm the case status.
	 6. Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received The date of BAC results of =.04% were received for a commercial driver 	⊠ Yes	□ No	□ N/A	Remarks: Recently, Area had a new officer take over the position which coordinates the CHP 735 program. Review of old records determined all cases were not being forwarded as required. All cases are now being forwarded as required by policy.
	 Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? The person arrested refused to provide a chemical test The arrest was for drugs only A BAC of < .08% was obtained 	⊠ Yes	□ No	□ N/A	Remarks: Recently, Area had a new officer take over the position which coordinates the CHP 735 program. Review of old records determined all cases were not being forwarded as required. All cases are now being forwarded as required by policy.
8	. Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the incident?	⊠ Yes	□ No	□ N/A	Remarks:
9.	entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735 to FMS?	Yes	□No	⊠ N/A	Remarks: Area has had no such cases recently.
10	O. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	⊠ Yes	□ No	□ N/A	Remarks:
	Do the total number of staff hours charged on the CHP 735 agree with the appropriate CHP 415, Daily Field Record?	⊠ Yes	□No	□ N/A	Remarks;
12	 Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more than one activity? 	⊠Yes	□No	□ N/A	Remarks:

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

 13. Are the staff hours incurred by members of the Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735? Response Time On-Scene Investigation Follow-up Investigation Report Writing 	⊠ Yes	s No	□ N/A	Remarks: On rare occasion, reports are corrected after the CHP 735 is sent to Fiscal management Section. As a result, the time spent on correcting the report is not included on the CHP 735.
 Vehicle Storage Call Back Field Sobriety Testing Transportation Booking Chemical Testing Traffic Control 				
14. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory tasks?	☐ Yes	⊠ No	□ N/A	Remarks:
15. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	☐ Yes	⊠ No	□ N/A	Remarks: Area does not have a copy of this comm-net but will get one.
16. Is a copy of the CHP 735 being retained at the command and filed?	⊠ Yes	□ No	□ N/A	Remarks:
17. Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	Yes	⊠ No	□ N/A	Remarks:
18. In the absence of a CHP 735A, how is the command to Area uses the AIS system and a tracking sheet that is attached			-	Program?
 19. Are commands using a case monitoring system to track cases qualifying for the DUI Cost Recovery Program including the following information in the monitoring system? Defendant Information Violation Information Court Information FMS Information BAC test results 	⊠ Yes	□ No	□ N/A	Remarks: Both the Area tracking sheet and AIS includes this information at a minimum.
20. Are cases not resulting in a conviction within 12 months after submission to the District Attorney	⊠ Yes	□No	□ N/A	Remarks:

INSPECTION PROGRAM

	13. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	☐ Yes	⊠ No	□ N/A	Remarks: Area does not use a log that allows lines to be drawn through cases. However, notes are kept on the tracking sheet and in AIS pertaining to why the case was closed.
	14. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	Yes	□No	⊠ N/A	Remarks: Area does not know of any cases requiring a refund.
	15. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	⊠ Yes	□ No	□ N/A	Remarks:
Qu	estion 25 pertains to Fiscal Management Section.	(4):		10.77	*
ě	16. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	Yes	☐ No	. □ N/A	Remarks:

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

age i or c	Page	1	of	3
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Command:	Division:	Chapter:
Coalinga	Central	8
Inspected by:		Date:
Sergeant Var	nder Mel	07/08/09

	· Inspecti s docume	on number. Under "Forw ent shall be utilized to do	ard to:" enter the ne- cument innovative pr	ill in the blanks as indicated. Enter the chapte xt level of command where the document actices, suggestions for statewide e used if additional space is required.
TYPE OF INSPECTION		Total hours expende	d on the	Corrective Action Plan Included
☐ Division Level ☐ Command t	_evel	inspection:		
Executive Office Level		Three		Attachments Included
Follow-up Required:	Forwar	d to:Central Division	ir	
☐ Yes	Due Da	ate:	y 5x	7 1 3 333
Chapter Inspection:		75	with a second	
Instead it uses a tracking shee	et as a pe mad	cover page to eac le on the tracking s	h file. This is a sheet. When ar	t use the CHP 735A, Case Log. benefit because each time the nother employee has to fill in due cident was last checked.
As for Reimbursable Services existing policy.	, Area	historically has ver	y few contracts	. Therefore Area simply follows

Command Suggestions for Statewide Improvement: The CHP 735 must be sent to Fiscal Management Section within ten days. Occasionally, reports are still being corrected when the ten day window is up. As a result, all report writing time is not always included in the expenses. Area suggests extending the ten day window.

Due to the very low frequency in Area Reimbursable Services, Area coordinators gain very little knowledge with regard to these contracts. The chances of the Area coordinator transferring or promoting out is great before more than one, if any, contract is managed by the employee. For this reason, a checklist with regard to how to administer any reimbursable contract would be helpful.

Inspector's Findings: Area is currently doing a good job with seeking payment via the DUI cost recovery program. During the self audit several months ago, Area discovered several items that were not in compliance with policy. However, Area has taken steps to correct deficiencies and is currently in compliance with policy.

The one Reimbursable Service contract Area has had has been administered in accordance with policy.

COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 2 of 3

Command: Coalinga	Division: Central	Chapter:
Inspected by:	Date:	
Sergeant Va	nder Mel	07/08/09

ommander's R	esponse: 🗹 Concur	or □ Do Not Cor	icur (Do Not Concur shall do	cument basis for respons
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COMMAND INSPECTION PROGRAM

EXCEPTIONS DOCUMENT

Page 3 of 3

Command:	Division:	Chapter:
Coalinga Central		8
Inspected by:		Date:
Sergeant Var	nder Mel	07/08/09

		5	
:			
Required Action	7 .	100	 an Tell W
Corrective Action Plan/Timeline			

Employee would like to discuss this report with the reviewer. (See HPM 9.1, Chapter 8 for appeal procedures.)	COMMANDER'S SIGNATURE	7/9/69
	Machin Jackin Jackin	7/9/9
☐ Reviewer discussed this report with employee ☐ Concur ☐ Do not concur	ÆÉVIEWER'S ŠÍGNATURE	DATE /

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STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

INSPECTION PROGRAM

CHAPTER 8
COMMAND DUI COST RECOVERY

Command: Fresno	Division; Central	Number:		
Evaluated by: Lt. Kunzler, #12625		Date: 7/9/2009		
Assisted by:		Date:	~	

INSTRUCTIONS: Answer individual items with "Yes" or "No" answers, or fill in the blanks as indicated. Any "No" answers, discrepancies with policy, applicable legal statues, or deficiencies noted in the inspections shall be commented on via the "Remarks" section. Additionally, such discrepancies and/or deficiencies shall be documented on an Exceptions Document and addressed to the next level of command. Furthermore, the memorandum shall include any follow-up and/or corrective action(s) taken. If this form is used as a Follow-up Inspection, the "Follow-up Inspection" box shall be marked and only deficient items need to be re-inspected.

TYPE OF INSPECTION			Lead Inspector's Signature:				
☐ Division Level X Command Level				\sim			
		/	7 ,	1			
☐ Office of Inspections ☐ Voluntary Self-Inspection			7	->-	(T) 1	ZLOT	
Follow-up Required:	Follow-Up Inspection	Command	Date:				
Yes X No	Y:	5	7/9/09				
For applicable policies, refer to HPM 11.1, Chapter 20.			To				
		707					
Note: If a "No" or "N/A" box is checked	d, the "Remarks" section s	shall be ut	ilized for ex	planation		MENNINES EN ANTE	
 Does the command have suffice ensure that a CHP 735, Incider 		X Yes	ΠNo	□ N/A	Remarks:		
Reimbursement Statement, is	prepared for each	X Yes No N/A No.					
arrest that meets the cost reco							
What are these procedures? A These CHP 735s are then forw	All CHP 735s are submitted	ed indepei #14218	ndently of the	ne respec	tive arrest/c	ollision report.	
them to Fiscal Management Se	, #-142 10, incident i:	nvolving a r	oossible F	Ho conclusion IIII driver is	reviewed by a		
supervisor, ensuring that should a CHP 735 be required			pleted in a	timely ma	nner.	reviewed by a	
g and the same of							
					¥		
						·	
	12						
Does the command have a spe assigned to process all CHP 73	ecific employee(s) 35 forms?	X Yes	□ No	□ N/A	Remarks:		
4. If the answer to question 3 of th		V.V.	N	m,	Remarks:		
the responsibility of processing listed in their job description or a		X Yes	No	□ N/A	nomano.		

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5.	Are all CHP 735 forms forwarded to Fiscal Management Section (FMS) properly with completed criteria in either Section A or Section B of the form?	X Yes	□ No	□ N/A	Remarks:
6.	Does the command have a suspense system in place to facilitate notification of a conviction involving cases meeting the requirements of the Driving Under the Influence (DUI) Cost Recovery Program? This would involve cases where the following criteria applies: A Blood Alcohol Content (BAC) under .08% A chemical test is positive for drugs only There is no supporting BAC test of drug test (i.e.,	X Yes	□No	□ N/A	Remarks:
7.	a refusal) Are CHP 735 forms completed based on the criteria of Section A of the form being forwarded to FMS within ten business days from one of the following dates? The date of BAC results of =.08% were received. The date of BAC results of =.04% were received.	X Yes	□ No	□ N/A	Remarks:
8.	for a commercial driver Are CHP 735 forms completed based on the criteria of Section B of the form being forwarded to FMS within ten business days from being notified of a conviction of California Vehicle Sections 23152 or 23153, or greater offence as a result of one of the following? • The person arrested refused to provide a chemical test • The arrest was for drugs only	X Yes	□ No	□ N/A	Remarks:
9.	 A BAC of < .08% was obtained Is the Itemized Staff Hours section of the CHP 735 completed as required in Highway Patrol Manual 11.1, Administrative Procedures Manual, and includes hours for all employees assigned to the 	X Yes	□No	□ N/A	Remarks:
10	incident? D. If the person arrested is transient, is the case being entered into the CHP 735A, Case Log-DUI Cost Recovery Program, without forwarding the CHP 735	X Yes	□ No	□ N/A	Remarks:
1-	to FMS? 1. Are staff hours involved in the incident recorded on the CHP 735 to the nearest ten minutes?	X Yes	□No	□ N/A	Remarks:
1:	2. Do the total number of staff hours charged on the CHP 7.35 agree with the appropriate CHP 415, Daily Field Record?	X Yes	□ No	D N//	Remarks:

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	3. Does the Notes portion of the CHP 415 indicate the billable DUI time when the CHP 415 includes more	X Yes	□ No	□ N/A	Remarks:
1	than one activity? 4. Are the staff hours incurred by members of the	ļ			
	Department for the following activities associated with an incident meeting the criteria for DUI cost recovery included in the CHP 735?	X Yes	□ No	□ N/A	Remarks:
	Response Time			ŧ.	
	On-Scene Investigation Fallow up the activation				
	Follow-up InvestigationReport Writing				
	Vehicle Storage				
	Call Back		1	ŀ	
	 Field Sobriety Testing 				
	Transportation				
	Booking Chemical Teating				-65
	Chemical TestingTraffic Control	1			
15	5. Are the staff hours for officers-in-charge, sergeants, lieutenants, or captains listed on the CHP 735 for time spent performing the activities listed in question 12 of this checklist and not exclusively supervisory	X Yes	□No	□ N/A	Remarks:
10	tasks?				
	. Is the current hourly rate for reimbursement, sent out to all commands via Comm-Net from FMS, being used?	X Yes	□No	□ N/A	Remarks:
17	. Is a copy of the CHP 735 being retained at the command and filed?	X Yes	□No	□ N/A	Remarks:
18	Is the command utilizing the, optional, CHP 735A to track cases qualifying for the DUI Cost Recovery Program?	Yes	X No	□ N/A	Remarks:
19.	In the absence of a CHP 735A, how is the command tra	acking the	DUI Cost F	Recovery I	rogram?
	Area retains a file of both pending CHP 735s, as well as	s those air	eady sent to	o Fiscal M	lanagement Section.
	1				
3					
20	Are commands using a case monitoring system to				
	track cases qualifying for the DUI Cost Recovery	X Yes	□ No I	N/A	Remarks:
	Program including the following information in the				
	monitoring system? • Defendant Information	*	(+)		
	Defendant Information Violation Information				
	Court Information				
	FMS Information				

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BAC test results		Į.	1	
21. Are cases not resulting in a conviction within 12 months after submission to the District Attorney closed out after court verification of case status?	X Yes	□ No	□ N/A	Remarks:
22. Do closed out cases on the monitoring system have a line drawn through the Conviction Date and Date to FMS as well as the reason the case was closed and date of last follow-up check?	X Yes	□ No	□ N/A	Remarks:
23. Are refunds or overpayments, as a result of erroneous charges, in an amount of = \$5.00 being processed by the Department?	X Yes	□ No	□ N/A	Remarks:
24. Is the command reviewing the quarterly reports sent by FMS related to the submission of CHP 735 forms and case status identifying any deficiencies in the submission and accountability of the DUI Cost Recovery Program?	X Yes	□ No	□ N/A	Remarks:
Question 25 pertains to Fiscal Management Section.				
25. Is FMS reviewing the CHP 735 forms for completeness of information and returning deficient forms to the issuing command for corrections?	☐ Yes	□No	□ N/A	Remarks: